



CITY OF SOMERVILLE, MASSACHUSETTS
HUMAN RESOURCES DEPARTMENT
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December 6, 2022

City Councilor Jake Wilson
Chair, Finance Committee
City of Somerville
93 Highland Avenue
Somerville, MA 02143

Re: Prior Year Invoices, Items 22-2008, 22-2009, 22-2010, 22-2011

Honorable Chair Wilson and Committee Members,

I am writing in regards to four prior year invoices from the Human Resources Department that you have in front of you for review this evening. This memo provides detail on each of the four invoices in question.

1. Item 22-2008: Requesting approval to pay prior year invoices totaling \$1,575 using available funds in the Human Resources Ordinary Maintenance Advertising Account for advertising vacant city positions.

These invoices are due to the Massachusetts Municipal Association (MMA). As you know, the Human Resources Department (HR) has been working hard to fill a record number of vacancies since the pandemic began and the hiring market has been in flux, both in our community and state-wide. HR advertises City vacancies with our community partners in Somerville, as well as through a variety of local industry-specific sites. One advertising website that has been particularly useful is the MMA, whose job board is a rich resource for a wide, diverse talent pool of applicants searching for jobs in public service. In FY22, HR paid 123 separate invoices from MMA; this reflects a 662.50% increase over FY21 in the City using the MMA job board to successfully recruit candidates for key City positions. The HR Department did not receive 14 invoices dated 5/23/2022 and 7 invoices dated 6/2/2022 in time to pay within the fiscal year. The City has conducted an audit of all FY22 invoices with MMA and verified that these payment of these 21 invoices before you for review is required for the advertising services rendered to the City in the prior fiscal year. Invoices for \$75.00 per position, in addition to the backup proof of each advertisement, are attached to this Legistar item. The total cost will be \$1,575.00 to pay these prior year invoices, and the HR Department has the funding available in our Advertising GL account. Moving forward, HR has developed better internal tracking to track advertising invoices in real-time and keep all payments timely.



2. Item 22-2009: Requesting approval to pay a prior year invoice totaling \$3,850 using available funds in the Human Resources Arbitration Services Account for FY 2021 arbitration services.

Arbitration services are a matter that is coordinated between the Law Department and Human Resources Departments. The attached invoice for services rendered in May 2022 was received by HR in FY23. HR and Law are working to streamline the receipt and payment of invoices for all arbitration matters moving forward. The total cost will be \$3,850.00 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Arbitration Services GL account.

3. Item 22-2010: Requesting approval to pay a prior year invoice totaling \$3,600 using available funds in the Human Resources Professional & Technical Services Account for temporary consulting services.

Human Resources worked with a consultant sourced from Robert Half temporary staffing services. This invoice was for work conducted in the pay period of 6/27/22-7/1/22. As this workweek had both FY22 and FY23 dates, HR is requesting prior year approval to pay this invoice. These hours have been reviewed and the work under this invoice was conducted in FY22. The total cost will be \$3,600.00 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Professional & Technical Services GL account.

4. Item 22-2011: Requesting approval to pay a prior year invoice totaling \$137.50 using available funds in the Human Resources Postage Account for FedEx delivery services.

Human Resources used FedEx services in March 2022. Unfortunately, the invoice did not come to HR in a timely manner for payment. HR has now received this invoice and verified that the charges are accurate and have not been paid by the City. The total cost will be \$137.50 to pay City costs on this prior year invoice, and the HR Department has the funding available in our Postage GL account.

HR has had internal staffing changes over FY22 and FY23 due to retirements within our Department and subsequent hiring. Staff have been trained in invoice management and have developed additional tracking mechanisms in FY23 to make sure invoices are received and paid timely. Our department has been working for the past few months to reconcile all HR ordinary maintenance budget accounts and we anticipate a few more prior year invoice requests to your committee in the next session. After that, we will be up to date.

Thank you for your consideration of these items. Please do not hesitate to contact me should you have any further questions.

Kind Regards,



Anne Gill

Director, Human Resources